



PLANNING & COMMUNITY DEVELOPMENT



P.O. Box 905
1048 Carriage Oaks Drive
Carthage, NC 28327
Planning: 910.947.5010
Central Permitting: 910.947.2221
Fax: 910.947.1303
www.moorecountync.gov

VARIANCE APPLICATION PACKET

Purpose

A variance may be granted by the Board of Adjustment in an individual case, when a special condition applies, and when there is an unnecessary hardship.

Pre-Application Conference with Planning Staff

The applicant needs to schedule a conference with Planning Staff. The applicant should provide a sketch plan for the pre-application conference.

Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Completed Moore County Variance Application.
- Application Fee (\$150).
- Postage sufficient to notify all adjacent landowners **FOR ONE MAILING** (for the Board of Adjustment meeting). The rate for postage **FOR EACH CERTIFIED MAIL LETTER** is \$6.49. This includes \$3.30 (certified mail) plus \$2.70 (return receipt) plus \$0.49 (first class stamp).
- A detailed site plan. (See page two of this packet for list of items to include.)

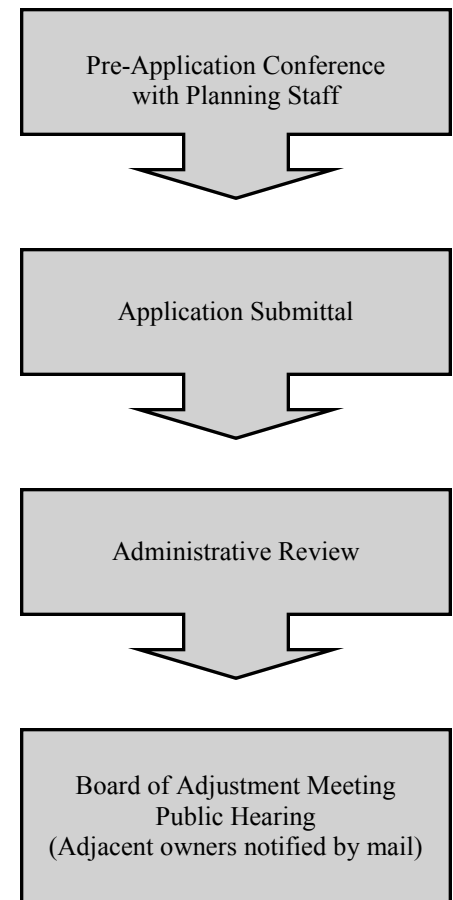
Administrative Review / Required Notifications

Planning Staff will review the request and provide the following public notifications prior to the Board of Adjustment meeting / public hearing:

- All adjacent property owners will be notified by certified mail.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

Board of Adjustment Meeting—Public Hearing

Planning Staff will present the request to the Board of Adjustment. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. A public hearing will be held. The Board of Adjustment will make a final decision.



Application Submittal Deadlines / Meetings

A date and location for a meeting / public hearing will be set once a complete application is submitted to the Planning Staff.

Detailed Site Plan

Article 8 Section 1.2 of the Moore County Unified Development Ordinance

Detailed Site Plan includes:

- Name, address of owner and applicant.

- Name, signature, license number, seal and address of engineer, land surveyor, architect, and/or landscape architect, as applicable, involved in the preparation of the plan.

- Title block denoting type of application, Land Record Key (LRK#), County, Township, block and lot, and street location.

- Vicinity map.

- A map to scale showing location of tract with reference to surrounding properties, streets, municipal boundaries as applicable, within one hundred feet (100 ft of property line).

- A table of required and provided zoning district requirements, including lot area, width, depth, yard setbacks, building coverage, open space, parking, Highway Corridor Overlay District boundaries, lighting type and location, and planting plan etc.

- North arrow and scale.

- Acreage of tract to the nearest tenth of an acre.

- Date of original site plan, most recent survey and all revisions.

- Size and location of any existing or proposed structures with all setbacks dimensioned.

- Location, name and dimensions of any existing or proposed streets, easements or rights-of-way, including sight triangles onto adjacent roads.

- Copy and/or delineation of any existing or proposed deed restrictions or covenants.

- Future development phases. (if applicable)

- All existing water courses, floodplains, watershed protection areas or other environmentally sensitive areas on or within 100 feet of site, new % disturbance, area within watershed protection area, maximum built upon area allowed, maximum built upon area encumbered and delineation of all wetlands on the property.

- Proposed utilities.

- Landscape plan and details and buffers or screening requirements (if applicable in addition to HCOD).

- Signage locations.

- Site circulation plan showing number of parking spaces, size and type, aisle width, curb cuts, drives, sidewalks, driveways, loading areas, and all ingress and egress areas and dimensions.



PLANNING & COMMUNITY DEVELOPMENT



P.O. Box 905
1048 Carriage Oaks Drive
Carthage, NC 28327
Planning: 910.947.5010
Central Permitting: 910.947.2221
Fax: 910.947.1303
www.moorecountync.gov

Variance Application

Application Date: _____			
Location/Address of Property: _____			
Applicant: _____		Phone: _____	
Applicant Address: _____	City: _____	St: _____	Zip: _____
Owner: _____		Phone: _____	
Owner Address: _____	City: _____	St: _____	Zip: _____
Comments: _____ _____ _____ _____ _____			
Application Submittal The applicant must submit a complete application packet on or before the submittal deadline. This includes: <ul style="list-style-type: none">Completed Moore County Variance Application.Application Fee.Postage sufficient to notify all adjacent landowners FOR ONE MAILING. (for Board of Adjustments meeting.) The rate for postage FOR EACH CERTIFIED MAIL LETTER is \$6.49. This includes \$3.30 (certified mail) plus \$2.70 (return receipt) plus \$0.49 (first class stamp).A detailed site plan.			
I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Planning and Zoning Administrator. _____ Applicant/Owner Signature Date _____ Applicant/Owner Signature Date			
Office Use Only: PAR ID: _____ _____ Received By Date			